



**DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
HEALTH PROFESSIONAL LICENSING ADMINISTRATION  
BOARD OF SOCIAL WORK**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

**Licensed Social Work Associate (LSWA)  
and  
Licensed Graduate Social Work (LGSW)**

Checklist of Supporting Documents required

**You cannot apply for a Social Work license in the District of Columbia without first taking and passing the national examination. Please contact ASWB at 1-888-579-3926 for more information.**

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Documents
- ☐ Three character reference forms
- ☐ Verification(s) of licensure (from each jurisdiction in a sealed envelope for each license identified in section #6B of application) if licensed in another state or jurisdiction as a social worker
- ☐ Degree in Social Work Transcript (in sealed envelope from issuing institution for school listed in #6A of application)
- ☐ ORIGINAL DC Examination Score Report or DC Score Transfer Sheet
- ☐ Certification of education from Foreign Equivalency Determination Service of the Council on Social Work Education
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor
- ☐ \$176 for Application and License Fee

**Licensed Independent Social Work (LISW)  
and  
Licensed Independent Clinical Social Work (LICSW)**

Checklist of Supporting Documents required

**You cannot apply for a Social Work license in the District of Columbia without first taking and passing the national examination. Please contact ASWB at 1-888-579-3926 for more information.**

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Documents
- ☐ Three character reference forms
- ☐ Verification(s) of licensure (from each jurisdiction in a sealed envelope for each license identified in section #6B of application) if licensed in another state or jurisdiction as a social worker
- ☐ Degree in Social Work Transcript (in sealed envelope from issuing institution for school listed in #6A of application)
- ☐ Supervision Verification Form(s) (for at least one Company or Agency identified on the Post Graduate Work Experience Form)
- ☐ ORIGINAL DC Examination Score Report or DC Score Transfer Sheet
- ☐ Certification of education from Foreign Equivalency Determination Service of the Council on Social Work Education
- ☐ Post Graduate Work Experience Form
- ☐ Completed Supervision Calculation Worksheet
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor
- ☐ \$176 for Application and License Fee